

SP 44.1, *Intra-University Transactions*

Substantive changes made for the 3-31-06 revision:

1. Expands the definition of “Property” to include both real and personal property and distinguishes “real” and “personal” property categories.
2. Provides better guidance to the procurement specialist relative as to when it is appropriate and inappropriate to award work to a University campus.
3. Adds from SI 44.1, the requirement for a formal, signed proposal to be obtained for IUTs greater than \$100,000 and specifies the need for DOE approval on any IUT that results in a cost reimbursement exceeding greater than or equal to \$250,000.
4. Clarifies guidance on the issue of who holds title to property based on a \$5,000 threshold.
5. Expands guidance on the requirements required in order to perform foreign travel.
6. Provides greater detail concerning invoicing, including standard line items to be employed when applicable and Laboratory review requirements.
7. Reassigns responsibility for resolution of disagreements from the Assistant Vice President for Laboratory Administration to the Executive Director For Business and Finance, UC Laboratory Operations Office.
8. Expands from SI 44.1, the Documentation section of PROCEDURES by specifying documentation required at various dollar levels.
9. Adds from SI 44.1, the need for DOE approval for any IUT that involves utilities valued at \$500,000 or more, which are furnished to campus building space occupied by LBNL-funded personnel.
10. Adds to the responsibility listing of procurement specialists to appropriately track to changes made throughout the revised SP.
11. Removes REFERENCES since they are no longer applicable under the new Prime Contract.
12. In Exhibit 44.1.a, deletes discussion of campus personnel visiting or performing work at the Laboratory or other Laboratory-controlled sites since this is now addressed in Attachment A to the Intra-university Transaction Agreement template.
13. In Exhibit 44.1.a, allows for two options relative to term of the agreement.
14. In Exhibit 44.1.a, supplements the EXPENDITURES section by tying the evaluation of estimated and incurred costs much closer to the Campus’ cost proposal.
15. In Exhibit 44.1.a, provides supplemental instruction on INVOICING AND PAYMENT to include standard line items of expense discussed in the basic SP.
16. In Exhibit 44.1.a, changes PROPERTY section to track with instructions now contained in the basic SP.
17. In Exhibit 44.1.a, changes TRAVEL APPROVAL section, which includes foreign travel, to track with instructions introduced in the basic SP.
18. In Exhibit 44.1.a, makes minor modifications to the REVIEWS AND APPROVALS and AUTHORIZED PERSONNEL sections.

19. Adds ATTACHMENT A to INTRA-UNIVERSITY TRANSACTION AGREEMENT format to cover such optional areas as work accomplished on-site, preparation and distribution of deliverables and/or reports, and invoicing for campus-acquired property.